APPENDIX J

STATCO PREPARATION INSTRUCTIONS

A. MANAGEMENT INFORMATION REPORTING

1. The Commercial Travel Offices (CTOs) providing travel services under contract with the military Services shall capture, record, and provide management data on all air, rail, bus, rental vehicle, and hotel/motel arrangements provided by the contractor in support of personnel performing official and unofficial travel. A consolidated file containing official travel data shall be received by MTMC/MTOP-CM within 15 calendar days after the end of the reporting month. For travel not arranged by CTOs, data will be submitted from the three Services' DFAS offices based on information extracted from Government Transportation Requests (GTRs) and shall be based on trip information versus segment information.

2. The following reporting media are currently acceptable:

   a. Electronic transmission is the preferred method. Call MTMC/MTOP-CM for instructions at commercial (703) 756-1785 or DSN 289-1785.

   b. Magnetic tape with the following specifications: 9 track, 6250 or 1600 BPI; EBCDID or ASCII; labeled; unblocked or blocked at 20 records.

   (1) Include an internal label with selected specifications.

   (2) The selected specifications shall also be indicated on an external label affixed to the reel; include name and address for the tape return.

   EXAMPLE: STATCO
                Data month
                9 track
                Density (state 6250 or 1600)
                Character (state EBCDIC or ASCII)
                Blocking Factor (state unblocked or blocked at 20)
                Name and address for tape return

   c. Diskette with the following specifications: High-or low-density diskettes; 3 l/2-inch or 5 l/4-inch size; standard ASCII.

   (1) Use the following convention for naming the file: File name shall be STATCO; the file name extension shall be the 3-letter abbreviation for the data month being reported, e.g., STATCO.APR

   (2) External label on diskette must indicate: STATCO
                                                 Data month
                                                 Fiscal year

3. Tape or diskette must be mailed to Commander, MTMC, Attn: MTOP-CM, 5611 Columbia Pike, Falls Church VA 22041-5050.

B. AIR PASSENGER MOVEMENTS

The following data on official government air travel are to be provided to HQ MTMC/MTOP-CM monthly be electronic transmission, magnetic tape, or diskette. One record should be generated for each trip segment for CTO-submitted data. Segment occurs when carrier or fare class changes. (EXCEPTION: A side round trip within an itinerary must be reported as two segments so that mileage can be derived.) One record should be generated for each trip of DFAS-submitted data. Group movements arranged by MTMC and identified by CAM, MRO, and MAIN symbol numbers are not to be reported.

POSITION	DATA ELEMENT/DESCRIPTION
1-4	<u>Preparing Commercial Travel Office (CTO)</u>. Enter four-position code assigned by MTMC.
5	<u>Card Identifier/Category of Travel</u>. Enter either "C", "Z", or "S" on all segment records. If travel originates and terminates within the continental United States (CONUS), use character "C" on every segment. If Category Z fare applies on any route segment, and travel is between CONUS and an overseas location, or intertheater, use character "Z" on every segment. If standard commercial fares apply, and travel is between CONUS and an overseas location, or intertheater, use character "S" on every segment.
6-7	<u>Type/Category of Traveler</u>. Travelers and type are classified as defined below. The appropriate code will be determined from data entered on the ticket record. See Appendix D for list of traveler type codes.
8-11	<u>Number of Passengers.</u> Enter the total number of passengers traveling on each ticket/TR in the first segment record. Right justify entry and precede with zero(s) to complete the field, e.g., 0001. Fill this field with zero(s) in the second and succeeding trip segment records.
12-16	<u>Transportation Charges (dollars)</u>. Enter the total transportation charge for each segment of travel which you report. The charge shall include the following: a. Federal U.S. transportation tax, if applicable. b. Three dollar ($3) charge per passenger if the origin is a CONUS point (including Alaska and Hawaii) and the destination is an international point. (Round transportation charges to nearest whole dollar; i.e.; O-49 cents, drop cents; 50-99 cents, increase charges to next whole dollar. Right justify entry and precede with zero(s) to complete the field.) EXAMPLES: a. Record $153.59 as 00154 b. Record $153.49 as 00153

POSITION	DATA ELEMENT/DESCRIPTION
17	Mode of Travel. Use constant alpha character "A" to indicate air travel.
18-20	Reserved.
21-23	Origin Airport Code. Enter 3-letter alpha airport code indicated on the ticket record. Standard airport codes are contained in the North American and International Editions of the Official Airline Guide.
24-30	Reserved.
31-33	Destination Airport Code. Follow same instructions as indicated for origin airport code.
34-40	Reserved.
4 1	Type of Trip. Use constant numeric character "1".
42	Passenger Standing Route Order (PSRO) Identifier. Enter "P" to identify PSRO travel. Leave blank on all other moves.
43-44	Air Carrier. Enter appropriate air carrier code from the ticket record. Standard air carrier codes are contained in the North American and International Editions of the Official Airline Guide.
45-46	Reserved.
47	Bulk Ticket Purchase Identifier. Enter code "B" to identify records annotated "Bulk Purchase" in the special accommodations and requirements space on the ticket record. Leave blank on all other moves.
48	Reserved.
49-50	Car Rental Rate (Dollars). Enter rate charged. Leave blank if no rental arrangement was made.
51-52	Lowest Available Rate (Dollars). Enter lowest car rental rate available at time arrangement was made. Leave blank if no rental.
53-59	Ticket Number. Enter the ticket number under which travel occurred. Provide the last seven characters, e.g., ticket number 0012345654321 will appear in record as 5654321. Also, enter the ticket number in succeeding segment records.
60-66	Fare Class. Enter the complete fare class code if less than seven characters, left justify entry and leave remaining positions blank.

EXAMPLE: Y E 4 6

POSITION	DATA ELEMENT/DESCRIPTION

67   For round-trip tickets, enter "R" in position 67 of the outward destination record.

           EXAMPLE: ROUTE (21-23 & 31-33)

GO JAX-ATL	Y
ATL-DCA (outward destination)	Y E 4 6 _ R
RTN DCS-ATL	YE46
ATL-JAX	Y

68   Car Rental Indicator. Enter "R to indicate car rental.

69-71   Car Rental Pickup Location. Enter three-letter alpha airport code for car rental pickup location.

72-73   Car Rental Company. Enter two-position code for car rental company. (See figure J-3 for company codes.)

74   Type Vehicle. Enter one-position alpha code for type vehicle. (See figure J-1 for vehicle codes.)

75-76   Number of Car Rental Days. Precede with zero if number of day is 1-9.

77   Car Rental Discount Indicator. Enter "Y" to indicate government discount rate. Otherwise, leave blank.

78   Record Sequence Designator. Enter alpha character to designate the order of each trip segment, e.g., WAS-DFW-LAX-WAS.

Trip Segment	Alpha Designator
WAS- DFW . . . .A	
DFW - LAX . . . . B	
LAX - WAS C	

79   Sampling Factor. Use constant numeric character " l".

80   DoD Component. Travel will be classified by DoD Component. Select appropriate code from Appendix H.

81   Hotel Reservations. Enter the number of travelers included in this record if hotel reservation was made.

82-84   Destination City Code. Enter three-letter alpha airport code or, if mode is rail, use rail station code.

POSITION	DATA ELEMENT/DESCRIPTION

85-105   Hotel/Motel City. Enter spelling as shown in reservation system, left justify. Use complete city and spaces to complete the field if name is short; enter as many letters as possible if city name is long.

106-107   Hotel/Motel State. Enter two-position numeric state code.

108-109   Hotel/Motel Code. Enter two-position code from reservation system.

110-112   Number of Hotel/Motel Nights. If more than one traveler is included in the record, add number of nights for each. Enter the total number for all travelers. Right justify.

113-115   Hotel/Motel Charge (Dollars]. Enter rate charged. Right justify.

116-118   Lowest Available Rate (Dollars). Enter lowest available rate at time arrangement was made. Right justify.

119-121   Discount Indicator. Enter code for type of government discount rate. The Standard Rate Categories and codes are as follows:

Code	Category
V	Convention
COR	Corporate
FAM	Family Plan
GOV	Government
MIL	Military
PRO	Promotional
SCR	Senior Citizen
TOR	Tour Package
WKD	Weekend
RAC	RAC
ALL	All

Reason Codes tiCom~liance/Non-Compliance with DoD Airlift Policy. Enter code from the list below on every air segment to identify appropriate reason for use/non-use of particular carrier and/or fare class. More than one code may apply to one segment.

122-124   Reason Codes for Use/Non-Use of CRAF Carrier. Enter appropriate code from list below for use/non-use of Civil Air Reserve Fleet (CRAF) carrier. If only two positions apply, left justify in positions 122-123.

POSITION   DATA ELEMENT/DESCRIPTION

                  Code   Reason for Use/Non-Use

                  R O   CRAF carrier used.
                  R I   Destination not serviced by CRAP carrier.
                  R 2   Did not meet mission requirements.
                  R 3   Seat not available.
                  R 4   Traveler refused CRAF carrier because:
                                  a. Airport specified
                                  b. Carrier specified
                                  c. Routing specified
                                  d. Time specified
                                  e, Personal reasons
                                  f. Other

125-127   Reason Codes for Use/Non-Use of Contract Air. Enter appropriate code
          from the list below on every segment for use/non-use of GSA contract city
          pair fare where a contract exists.   If only two positions apply, left justify
          in positions 125-126.

                  Code   Reason for Use/Non-Use

                  c   o   Contract fare used.
                  c   l   Scheduled contract fare flights are not available in time to
                              meet mission requirements or use of contract service would
                              require the traveler to incur unnecessary overnight lodging
                              costs which would increase the total cost of the trip.
                  C   2   The contractor's flight schedule is inconsistent with explicit
                              policies of individual federal departments and agencies
                              where applicable to schedule travel during normal working
                              hours.
                  C   3   A non-contract carrier offers a lower fare available to the
                              general public, the use of which will result in a lower total
                              trip cost to the government to include the combined costs of
                              transportation, lodging, meals, and related expenses.
                              NOTE. This exception does not apply if the contract
                              carrier(s) offers a comparable fare and has seats available at
                              the fare, or if the lower fare offered by a non-contract carrier
                              is restricted to government and military travelers on official
                              business and may only be purchased with a GTR or
                              government travel card, e.g., YDG, MDG, QDG, VDG, and
                              similar fares.
                  C   4   Seat not available on contract air carrier.
                  C   5   Used contract fare for portion of trip, but not entire trip.
                  C   6   Non-contract fare used on contract carrier (lower fare than
                              CA.)

Code	Reason for Use/Non-Use

C	7	Traveler refused contract fare because:

        a. Airport specified
        b. Carrier specified
        c. Routing specified
        d. Time specified
        e. Personal reasons
        f. Other

C	8	No-cost ticket (frequent flyer)
C	9	Foreign Military Sales (FMS)

128-129   Reason Codes for Non-Use of AMC Airlift Enter appropriate two-position code from the list below for non-use of AMC airlift for every segment of international travel.

Code	Reason for Use/Non-Use

A	1	Destination not serviced by AMC
A	2	Did not meet mission requirements
A	3	Seat not available
A	4	Other

130   AMC Non-Use Fare Type Codes. When travel is to an international point and AMC the normal routing but commercial was used, enter the appropriate code from the list below for fare type use on international segment(s).

Code	Reason for Use/Non-Use

C	Contract air
Y	Commercial standard (Coach)
Z	Category Z fare
G	Other government fare
S	General public discount fare

131-132   Reason Codes for Use of First and Business Class. Enter the appropriate two-position code on every segment where first or business class is used.

Code	Reason for Use/Non-Use

B	1	Business class authorized by condition in JFTR/JTR.
B	2	Foreign Military Sales agreement/contract specifies business class.
B	3	Only business class available on foreign flag carriers over intratheater route.
F	1	First class travel authorized by military Service Secretary.

Code	Reason for Use/Non-Use
F 2	First class is only class of service provided between authorized origin and destination.
F 3	Automatic no-cost upgrade over domestic segment provided to passenger by carrier as part of authorized business class fare structure.
X o	Business class fare used in conjunction with a no-cost upgrade.

C. **RAIL AND BUS PASSENGER MOVEMENTS**

The following data on official government travel are to be provided to MTMC/MTOP-CM monthly by electronic transmission, magnetic tape or diskette. One record should be generated for each trip. All fields for which data are not specified should be left blank. Call MTMC/MTOP-CM for transmission instructions.

POSITION   DATA ELEMENT/DESCRIPTION

1-4   Preparing Commercial Travel Office (CTO). Enter four-position numeric code assigned by MTMC.

5   Card Identifier/Category of Travel. Enter "C" on all records.

6-7   Type/Category of Traveler. Travelers and type are classified as defined below. The appropriate code will be determined from data entered on the ticket record. See Appendix D for list of traveler type codes.

8-11   Number of Passengers. Enter the total number of passengers traveling on each ticket in the first segment record. Right justify entry and precede with zero(s) to complete the field, e.g., 0001. Fill this field with zero(s) in the second and succeeding trip segment records.

12-16   Transportation Charges (Dollars). Enter the total transportation charge for each segment of travel identified on each ticket. Round transportation charges to nearest whole dollar, i.e., O-49 cents, drop cents; 50-99 cents, increase charges to next whole dollar. Right justify entry and precede with zero(s) to complete the field.)

EXAMPLES: a. Record $153.59 as 00154
                   b. Record $153.49 as 00153

17   . Mode of Travel. Use character "R" to indicate rail travel and "B" to indicate bus travel.

18-20   Class of Travel. . Enter "CA" for coach, "CHA" for charter and "FIR' for first.

POSITION	DATA ELEMENT/DESCRIPTION

21-28   <u>Origin City</u>.

a.   Single Name Cities: Use all letters of single name cities of eight or less letters. If less than eight letters, do not add additional characters.

b.   Multiple Name Cities: If the city is composed of two words, four letters from each word should be entered.

EXAMPLE: Wichita Falls, Texas, becomes "WICHFALL." If the first word contains less than four letters, more letters can be used form the second word, e.g., San Francisco is entered "SANFRANC." No spaces should exist between words. If the city name is composed of three words, then three letters from each of the first two words and two letters from the last word should be entered, e.g., San Juan Capistrano, California, would be entered "SANJUACA."

c.   Military Installation Names: Use the surname only of military installations named for an individual. e.g., enter "MEADE" for Fort George G. Meade.

NOTE: There are three exceptions to the above:

a. Fort Leonard Wood should be coded "LEONWOOD."
b. Fort Benjamin Harrison should be coded "BENJHARR."
c. Fort Sam Houston should be coded "SAMHOUST."

Since the origin/destination field is limited to eight characters, omit symbols indicating the type of military installation as Fort, Camp, AFB, MCAS, and NAS.

29-30   <u>Origin State</u>. Enter the two-position numeric state code. (Codes provided at figure J-2.)

31-38   <u>Destination City</u>. Follow the same instructions as indicated for origin city.

39-40   <u>Destination State</u>. Follow the same instructions as indicated for origin state.

41   <u>Type of Trip</u>.

<u>Codes</u>   <u>Type Trip</u>

1   One-way trip
2   Round trip

42   <u>Passenger Standing Route Order (PSRO) Identifier</u>. Enter "P" to identify PSRO travel. Leave blank on all other moves.

POSITION	DATA ELEMENT/DESCRIPTION

43-46   **Bus Carrier**. Enter appropriate Standard Carrier Alpha Code (SCAC) from the ticket record. SCAC codes are contained in the Directory of Standard Multi-Modal Carrier and Tariff Agents Codes.

47   **Bulk Ticket Purchase Identifier**. Enter code "B" to identify "Bulk Purchase" if annotated in the ticket record. Leave blank on all other moves.

48   **Reserved**.

49-50   **Car Rental Rate (Dollars)**. Enter rate charged. Leave blank if no rental arrangement was made.

51-52   **Lowest Available Rate (Dollars]**. Enter lowest car rental rate available at time arrangement was made. Leave blank if no rental.

53-67   **Reserved**.

68   **Car Rental Indicator**. Enter "R to indicate car rental.

69-71   **Car Rental Pickup Location**. Enter three-letter alpha airport code for car rental pickup location or alpha code of nearest airport to car rental pickup location.

72-73   **Car Rental Company**. Enter two-position code for car rental company. (See figure J-3 for company codes.)

74   **Type Vehicle**. Enter one-position alpha code for type vehicle. (See figure J-1 for. vehicle codes.)

75-76   **Number of Rental Days**. Precede with zero if number of days is 1-9.

77   **Car Rental Discount Indicator**. Enter "Y" to indicate government discount rate. Otherwise, leave blank.

78   **Record Sequence Designator**. Enter alpha character to designate the order of each trip segment, e.g., WAS-DFW-LAX-WAS.

Trip Segment	Alpha Designator
WAS- DFW	A
DFW - LAX	B
IAX - WAS	C

79   **Sampling Factor**. Enter constant numeric character " 1" to indicate 100 p e r c e n t .

POSITION	DATA ELEMENT/DESCRIPTION

POSITION   **DATA ELEMENT/DESCRIPTION**

80   <u>DoD Component</u>. Travel will be classified by DoD Component. Select appropriate code from list at Appendix H.

81   <u>Hotel Reservations</u>. Enter the number of travelers included in this record if hotel reservation was made.

82-84   <u>Destination City Code</u>. Enter three-letter alpha airport code or, if mode is rail, use rail station code.

85-105   <u>Hotel/Motel City</u>. Enter spelling as shown in reservation system, left justify. Use complete city and spaces to complete the field if name is short; enter as many letters as possible if city name is long.

106-107   <u>Hotel/Motel State</u>. Enter two-position numeric state code.

108-109   <u>Hotel/Motel Code</u>. Enter two-position code from reservation system.

110-112   <u>Number of Hotel/Motel Nights</u>. If more than one traveler is included in the record, add number of nights for each. Enter the total number for all travelers. Right justify.

113-115   <u>Hotel/Motel Charge (Dollars]</u>. Enter rate charged. Right justify.

116-118   <u>Lowest Available Rate (Dollars)</u>. Enter lowest available rate at time arrangement was made. Right justify.

119-121   <u>Discount Indicator</u>, Enter code for type of government discount rate, The Standard Rate Categories and codes are as follows:

<u>Code</u>	<u>Category</u>
V	Convention
COR	Corporate
FAM	Family Plan
GOV	Government
MIL	Military
PRO	Promotional
SCR	Senior Citizen
TOR	Tour Package
WKD	Weekend
RAc	RAc
ALL	All

122-132   <u>Blank</u>

133-135'   <u>Commercial Travel Office (CTO company name)</u>. Enter a position code for CTO submitting data.

TYPE VEHICLE CODES

The following codes will be used to identify type vehicles:

Compact   C
E c o n o m y   E
Mid-Size   I
Full   Size   S
Other   o

Figure J-1. Type Vehicle Codes.

STATE CODES

Code	State
01	Alabama
04	Arizona
05	Arkansas
06	California
08	Colorado
09	Connecticut
10	Delaware
11	District of Columbia
12	Florida
13	Georgia
16	Idaho
17	Illinois
18	Indiana
19	Iowa
20	Kansas
21	Kentucky
22	Louisiana
23	Maine
24	Maryland
25	Massachusetts
26	Michigan
27	Minnesota
28	Mississippi
29	Missouri
30	Montana
31	Nebraska
32	Nevada
33	New Hampshire
34	New Jersey
35	New Mexico
36	New York
37	North Carolina
38	North Dakota
39	Ohio
40	Oklahoma
41	Oregon
42	Pennsylvania
44	Rhode Island
45	South Carolina
46	South Dakota
47	Tennessee
48	Texas
49	Utah
50	Vermont
51	Virginia
53	Washington
54	West Virginia
55	Wisconsin
56	Wyoming

Figure J-2. Numeric State Codes.

RENTAL CAR COMPANY CODES

Rental Company	Codes	Rental Company	Codes
A-1 Rent-A-Car	30	Eagle	70
ABC Rent-A-Car	40	East Coast Auto Rental	35
Ace Rent-A-Car	AC	Econo Car	ZC
Advantage	AD	Economy Rent-A-Car	35
Aero	28	Elite Rent-A-Car	18
Affiliated Leasing	41	Enterprise Rent-A-Car	ET
Agency Rent-A-Car	AG	Europe Car	EP
Airports	AP	European Car Res	EC
Airways Rent-A-Car	AW	Eurorent	ER
Ajax Rent-A-Car	AJ	Exchange Rental Car	XR
Alabama Car Rental	16	Executive Rent-A-Car	EX
Alamo Rent-A-Car	AL	Express Car Rental	24
Allstate Rental Car	52	Fallen Ford	−72
Alpha Leasing	80	Florida Rent-A-Car	FL
American Auto Rental	AA	Ford dealer	FD
American International	AI	Fort Wood Rental	12
Arrow Rental Car	53	Freedom Rent-A-Car	FR
Associated Rent-A-Car	AR	General Car Rental	13
Auto Europe Cars	AE	General Rent-A-Car	ZN
Auto Express Rent-A-Car	34	Gloucester	79
Auto Host	ZH	Golden West Rent-A-Car	GW
Avcar	VR	Gordon Chevrolet	63
Avis Rent-A-Car System	ZI	Gordon Rent-A-Car	GN
Aztec Rent-A-Car	29	Gray Line Rent-A-Car	GL
Bill Dodge Olds	66	Hertz Corporation	ZE
Bodwell Motors	69	Holiday Hawaii	WW
Brunswick ford	81	Homestead Rent-A-Car	59
Budget Rent-A-Car	ZD	Hudson Auto Rental	HU
C&C Ford	47	Interamerican Car Rental	IA
Capps Rent-A-Car	CP	IRA Car Systems	IS
Car Temps	CT	ITS Car Rental	SL
Cardinal Car Rental	57	Jannell Motor Lease	71
Car Truck Leasing	78	John Lott Rental Car	26
Charleston Lincoln	74	K.A. Childs Leasing	75
Chevrolet Dealer	76	Kemwell Rent-A-Car	KG
Choice Auto Rental	CA	Kent Market	73
Continental Rental Co.	15	Ladki Int'l Rent-A-Car	RL
Crossroads Rental	51	Lloyd Rental Car	49
Discount Rent-A-Car	42	Mages	32
Dave El Livery	DA	Major Rent-A-Car	MJ
Dayton Andrews Rental	62	MDC Leasing	43
Dollar Rent-A-Car	ZR	Midway Rent-A-Car	MW
Duncan Ford--Line-Mere	27	Millington Leasing	77

Figure J-3. Car Rental Company Codes.

Rental Company	Codes
Minicost Car & Limo	MC
Minirate	MR
National	ZL
Navy Exchange	46
Nellis Rental Car	50
Nissan DR	NZ
Pacific Car Rental	58
Paragon Rent-A-Car	PG
Payless Car Rental	HO
Promo Car	PM
Rainbow Rental	68
Ramada Cars	RC
Rent-A-Heap	55
Rent-A-Wreck	RW
Rent Rite Cars	RR
Rental Car	x x
Rices Rental Land	54
Rittenhouse Lincoln	33
RPM Rent-A-Car	RP
S & S Express	61
S & S Leasing	60
Sam Folmar Motors	37
Sears Rent-A-Car	ZS
Siroe Rent-A-Car	65
Snappy Car Rental	SN
Southgate Ford	SF
Southwest Car Rental	38
Standard Rent-A-Car	ST
Stengers Rental Car	20
Tacoma Auto Rental	39
Thrifty Rent-A-Car	ZT
Tilden Rent-A-Car	TS
Town & Country Car Rental	TW
Travelers Rent-A-Car	T v
Triangle Rental	TL
Tropical Rent-A-Car	TR
Ugly Duckling Car Rental	56
USA Rent-A-Car	US
USave Auto Rental	22
Value Rent-A-Car	GO
Virginia Auto	14
Wheels for Rent	82
World Wide Rent-A-Car	WO
3C Rent-A-Car	31
99 Cents Per Hour	48

Figure J-3. Car Rental Company Codes (Cent')